

# PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Date: 03/25/2025

Department: \_\_\_\_\_

PR No.: 0386

Section: CIO

FPP: 1121

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs.	NEWSLETTER PRINTING  8pages colored front & black, colored centerfold, bookpaper, size 11"x13"	7500	15.00	112,500.00
TOTAL					112,500.00

Purpose: for the use of CIO's Promotional Materials

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Requested by: \_\_\_\_\_

**EVARO R. VENTURINA**

*Executive Assistant I*

Cash Availability: \_\_\_\_\_

**NICASIO D. CATAPANG**

*City Treasurer 0477*

Approved by: \_\_\_\_\_

**MARILOU F. MORILLO**

*City Mayor*